

Chapter 6B. Numbering Research Projects

The project number consists of five coded elements, structured in the following conceptual form, a-b-c-d-e, where:

a = Location Code (Mode Code)
b = Objective-Approach code (STP)
c = Sequential Number
d = Project Linkage Code
e = Project Type Identification

a = 4-digit Location (Mode) code.

b = 5-digit number comprised of the appropriate Objective and Approach codes from the Strategic Plan Codes (STP).

NOTE: Relative percentages within objective-approaches are not determining factors in the assigning of the code.

1. If a project has only one STP code, use the objective approach and three zeroes, as in the following example:

4.2.1.1. @ 100%, then = -42000-

2. If there are two STP codes in the same object-approach, follow rule 1:

4.2.1.1 @ 50%

4.2.1.2 @ 50%, then = -42000-

3. If there are two STP codes in different objective-approaches, use the lower order objective-approach number, followed by the higher objective-approach number, followed by a zero:

a) 4.2.1.1 @ 50%

4.3.1.3 @ 50%, then = -42430-

b) 4.3.1.3 @ 30%

2.1.2.6 @ 70%, then = -21430-

c) 3.1.4.2 @ 60%

4.2.1.1 @ 40%, then = -31420-

4. All extramural projects must use the same objective approach code (and the same “a” and “c” code elements) as the related in-house project(s).

5. Headquarters (0500) projects continue to be identified by previously designated unique numbers and do not fall under the objective-approach coding system for element “b”.

- c = 3-digit Sequential Number.** The sequential number identifies successive projects within the same location (code element “a”). The next successive project can be determined by referring to the Next Available Project Number option in ARIS.
- d = 2-digit Project Linkage Code.** This code links extramural projects to the in-house projects that are programmatically related. It also links projects funded through Reimbursable or Trust Fund Agreements with relevant in-house projects. Base-funded, in-house projects always have a linkage code of “00”.
- e = Project Type Identification.** A letter following the 2-digit project linkage code indicates the type of project:

In-house Research:

D = In-house project (appropriated, base funding)
R = Reimbursable Agreement (incoming funds from outside sources, soft funds)
T = Trust Fund Agreement (incoming funds from outside sources, soft funds)

Extramural Research:

C = Contract (funds going to outside organizations)
G = Grant (funds going to outside organizations)
S = Specific Cooperative Agreement (funds going to outside organizations)
X = Other

Coding Examples:

In-house, Appropriated (base-funded) project:

5325-31000-007-00D, where:

a b c d e

a = Location code
b = Objective-approach code
c = Sequential number
d = Project linkage code
e = Project type identification number

Reimbursable Agreement Related to In-house Project

5325-31000-007-01R, where:

a b c d e

- a = Same location code as related in-house project
- b = Same objective-approach code as related in-house project
- c = Same sequential number as related in-house project
- d = Linkage code to the in-house project
- e = "R" signifies a Reimbursable Agreement

Specific Cooperative Agreement Related to In-House Project

5325-31000-007-02S, where:

a b c d e

- a = Same location code as related in-house project
- b = Same objective-approach code as related in-house project
- c = Same sequential number as related in-house project
- d = Linkage code to the in-house project
- e = "S" signifies a Specific Cooperative Agreement

NOTE: No two projects can have the same project number and/or linkage code. So, as new sibling projects are added to the system related to the same in-house project, the linkage code will increase each time. For example, 5325-31000-007-01R, ...02S,03T, ...04S, etc. Even if the project type code differs, the same linkage code number should not be used twice.